

Hall of Records  
Commission

# QUEST FOR RECORDS RETENTION SCHEDULE To be submitted to the Records Management Division Hall of Records Commission

SCHEDULE  
NO.

C-6

PAGE  
NO.

1

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

DIVISION OF REVENUE AND DISBURSEMENT

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1.

**CANCELED CHECKS**

This file contains the canceled checks returned by the bank after payment has been made. The checks, which measure generally  $8\frac{1}{2}$ " x  $3\frac{3}{4}$ ", are filed by bank and then by numerical order. The bank statements are also filed with the checks. At the present time the County draws checks on fourteen different banks. The statute of limitation for civil court action on this type of record is three years; however, it is felt that the checks have administrative value for a period of five years. The checks are used in the external audit which is accomplished on an annual basis. There are 20 linear feet (4 cubic feet) of checks in the office for the years 1951 through 1954. The accumulation for earlier years is in the old Courthouse, however, it is impossible to estimate the volume. The annual accumulation at the present rate is approximately 10 to 12 linear feet (2 cubic feet).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

2.

**TAX RECEIPTS - REAL ESTATE AND PERSONAL PROPERTY**

This file contains the receipted copy of the tax bill. The form is prepared on IBM tabulating equipment in duplicate and measures  $9\frac{3}{8}$ " x  $3\frac{5}{8}$ " (with stubs removed). Both copies must be returned by the taxpayer when payment is made. At the time of payment both copies are receipted. The original is retained by the County while the duplicate is given to the taxpayer. Payment may be made at either the bank or at the local office. Where collections are made by the bank, a deposit slip is filed with the receipts. A cash register tape is included with the receipts for collections made at the local office.

Tax receipts for real estate and personal property levies are filed

Approved  
Hall of Records  
Commission

Approved  
Hall of Records  
Commission

7. Agency, Division or Bureau Representative

Signature

Title

APR 6 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 8 1954

Date

Archivist

APR 13 1954

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
NO. C-6PAGE  
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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together. Included in the file are the one-half and three-quarter levy as well as the annual levy. The receipts are filed by date of payment and then numerically by Election District.

All tax payments are posted in the Tax Collection Books which are the official records for such payments. The receipts for real estate tax have current value only until after the annual delinquent tax property sale is held. The personal property tax receipts should be retained for the three year statutory period. (Included in this file are the receipted stubs of the bill form for Special Improvement Assessments. Disposal recommendation for this record is covered under Item 3 below.) The present accumulation in the office area for the years 1950 - 1953 is approximately 80 linear feet (20 cubic feet). An additional unknown quantity is stored in the old Court-house. The annual accumulation is approximately 30 linear feet (8 cubic feet).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CLOSE OF TAX YEAR (ACTIVE FILE FOR ONE YEAR, INACTIVE FILE FOR TWO YEARS) OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

## 3. SPECIAL IMPROVEMENT ASSESSMENT

This unnumbered form (7" x 11") is prepared in original only and is a bill form for the collection of assessment installments. When the bill is paid the stub is detached and retained by the County while the receipted bill is given to the payor. The stubs are filed with the tax receipts (see Item 2 this schedule). All tax payments are posted in the Tax Collection Books which are the official records for such payments. The present accumulation for the years 1950 - 1953 for this record is included in the accumulation listed in Item 2 above.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CLOSE OF TAX YEAR (ACTIVE FILE FOR ONE YEAR, INACTIVE FILE FOR TWO YEARS) OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved  
Heil P. Record  
Commission*

APPROVED BY  
BOARD OF PUBLIC WORKS

Date ..... APR 13 1954

*[Signature]*  
Secretary